

## AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	10CEG/510CES/CEF	NUMBER:	08194
SUPV LEV CODE:	1	COMP LEV CODE:	067A
TARGET GRADE:	GS-11	FLSA:	EXEMPT
JOB SHARE:	N	CAREER PROG ID:	NA
SENSITIVITY:	NONCRITICAL-SENSITIVE	BUS:	INELIGIBLE
EMERGENCY ESS:	N	DRUG TEST:	Y
KEY POSITION:	N	POSITION HIST:	UPDATES 08194, 11-30-95

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CLASSIFICATION: SUPERVISORY FIREFIGHTER, GS-0081-11  
 DUTY TITLE: ASSISTANT FIRE CHIEF

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ORG & FUNC CODE:	ECY	CIVIL ENGINEERING
1ST SKILL CODE:	75% ABWPDH	FIREFIGHTER, STRUCTURAL
2ND SKILL CODE:	25% ABWPDJ	FIREFIGHTER, AIRFIELD
3RD SKILL CODE:	%	

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CLASSIFIED BY: RON DALE

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CLASSIFIER SIGNATURE

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DATE

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SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: ERNST R. PIERCY

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SUPERVISOR'S SIGNATURE

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DATE

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CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

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## PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The organizational goals or objectives of this position are: Exercises full supervisory and Management responsibilities for aircraft and structural fire fighting, rescue and fire prevention forces. The incumbent is responsible for planning, organizing, administering and evaluating a program involving diverse structures and various fire protection responsibilities. This position is directly responsible to the Fire Chief for fulfilling fire protection and prevention goals and objectives and carrying out program requirements in close cooperation with functional managers and supervisors. Provides advisory fire protection services to the Air Force Fire Protection Quality Council.

The organizational location of this position is: USAF Academy CO  
10th Air Base Wing  
10th Civil Engineer Group  
510th Civil Engineer Squadron  
Fire Protection Flight.

## ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Manages all activities relating to fire prevention, protection, and aircraft rescue. Performs all phases of fire protection planning and engineering, inspection and prevention, fire fighting, and related rescue services. Provides administration involved in maintenance of fire incident and operations records and reports. Performs duties of Direct Reporting Unit Fire Protection Manager.

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DUTY 1:	25%	XX Critical	Non-Critical
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Directs fire fighting and rescue operations.

## STANDARDS:

- A. Directs fire fighting crews and rescue operations and coordinates fireground operations. Notifies the senior staff and other base agencies in compliance with fire department Standard Operating Procedures, Air Force Instructions and safety criteria.
- B. Directs the response of equipment and personnel to miscellaneous incidents including rescues, wildland fires, automobile accidents, hazardous materials incidents, etc., ensuring an effective resolution to the incident in a timely manner.
- C. Implements policies and procedures of higher authorities and ensures compliance with directives, instructions, Standard Operating Procedures and safety criteria by fire department personnel.
- D. Maintains order among groups of persons in emergency situations to ensure a successful resolution of any incident.

KSA: 1, 2, 3, 4, 5, 7

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DUTY 2:	25%	XX Critical	Non-Critical
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Performs duties as vehicle control officer; inspects and reviews equipment, facilities, systems and records.

## STANDARDS:

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- A. Ensures vehicles are maintained according to Air Force Instructions, technical orders, and national consensus standards. Coordinates with the base motor pool to schedule maintenance on all assigned vehicles and monitors the progress to ensure down time is minimal.
- B. Reviews and proposes changes to purchase descriptions of new crash and structural fire fighting vehicles for the Air Force to ensure the latest technology and safety items are included in future acquisitions.
- C. Periodically conducts special inspections of facilities, systems, functions and processes for fire safety IAW national consensus standards and Air Force Instructions. Advises facility managers on corrective solutions on fire safety matters.
- D. Inspects and gathers information on road closures, power outages, fire hydrant outages and other operations that would affect fire department access to facilities or other areas. Ensures proper corrections are made as needed to ensure effective and efficient responses.
- E. Advises the Fire Chief on any emergencies that could affect the response capability of the fire department. Advises the Fire Chief and the senior leadership on the Academy of significant responses and their impact on the mission of the Academy.
- F. Reviews and updates information in various computer based data systems to ensure information on equipment status, inspections and other required data are current and accurate.
- G. Monitors supplies and resources to minimize waste as well as pilferage.

KSA: 1, 4, 6

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DUTY 3:	20%	XX Critical	Non-Critical
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Supervises and counsels personnel.

## STANDARDS:

- A. Accomplishes performance appraisal reports, reviews them with assigned personnel and submits them by the required date/time.
- B. Initiates action to correct substandard performance, as needed, within prescribed time frames.
- C. Provides orientation to, and discusses performance plan with newly assigned personnel within time frames established by local or Air Force Instructions.
- D. Assures assigned personnel are briefed on affirmative action goals and equal opportunity requirements and ensure subordinates follow these requirements.

KSA: 1, 2, 3, 5

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DUTY 4:	20%	XX Critical	Non-Critical
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Supervises, conducts and evaluates training; responsible for the fire protection safety and health program.

## STANDARDS:

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- A. Conducts scheduled training and ensures assigned personnel receive all fire fighting, rescue, hazardous materials and miscellaneous training as required to perform the mission and comply with national consensus standards.
- B. Reviews job proficiency guides annually and ensures personnel on upgrade training satisfactorily complete all training requirements within the prescribed time frames.
- C. Evaluates personnel training needs for assigned shift, and shapes the training program IAW needs and specific regulatory requirements.
- D. Responds to base-wide exercises, providing the command and control function.
- E. Assures sufficient quantities of proper personal safety equipment is issued and use is enforced, IAW Standard Operating Procedures and national consensus standards.
- F. Assures initial and refresher safety briefings are given to all assigned personnel.
- G. Participates and ensures participation in the mandatory physical fitness program, IAW locally established procedures.

KSA: 1, 2, 3, 4, 5, 6

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DUTY 5:	10%	Critical	XX Non-Critical
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Performs routine administrative duties and recommends policy changes.

## STANDARDS:

- A. Prepares and maintains records and reports within established criteria and time frames.
- B. Ensures all suspenses are met on all correspondence.
- C. Evaluates emergency procedures as required, submits evaluation, recommends policy changes and resolves technical problems within established time frames and according to local guidance.

KSA: 1, 2, 3, 4, 5, 6, 7

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Other significant facts pertaining to this position are:

- A. Prior to being placed into this position, the individual must have the following International Fire Service Accreditation Congress Certifications: Fire Officer III; Fire Inspector II; Fire Instructor II; HAZMAT Incident Commander.

Area of responsibility consists of 18,325 acres of forested and mountainous terrain, bordered on the west by Pike National Forest. Six hundred fifty-five acres at Farish Memorial Recreational Area is located approximately 30 miles from the Air Force Academy. The daytime population of the Academy consists of approximately 14,500 civilian, military and military dependents, as well as up to 4,000 cadets. Additionally, one and a half to two million visitors pass through the Academy

grounds annually. The fire danger and potential loss due to natural cover fire with forests in a dry climate and high winds is high to extreme. A major fire in the forest could eliminate the two electrical substations, communications, housing areas and all outlying buildings in the forest. Structures range from one to six stories in height. Most structures have interconnected tunnels with mechanical systems such as high pressure steam lines carrying 400<sup>0</sup> temperatures, electrical

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equipment and miscellaneous storage. Maintenance personnel in the underground tunnels add to the responsibility of the fire department where rescue in the event of explosion or shock may occur. Other structures house classrooms where experiments are conducted with chemicals, rocket fuels, a high energy ozone generator, etc., presenting explosion and conflagration hazards. Dormitories house 2,000 or more cadets in each facility. These complex facilities also incorporate warehousing, retail sales, computer rooms, industrial repair shops, hobby shops, a medical facility and below ground mechanical rooms. Three public schools accommodate over 2,000 students ranging from elementary through high school. The child care facilities contain up to 205 children per day. There are some warehouse storage activities characterized by high rack storage exceeding sixteen feet without in-rack sprinkler protection. Historical facilities and museums contain many priceless and one of a kind artifacts. There are up to 5,000 occupants in high rise facilities during daytime hours. The flight training program for cadets involves basic education in soaring, parachuting, and piloting powered and non-powered aircraft. Small aircraft take off and landings exceed 25,000 events per month. An additional responsibility consists of providing fire protection coverage and responding to emergency calls of military and civilian aircraft landing within a 25 mile radius to the north and east as provided by mutual aid agreements with other departments in the area. Two remote runways are located away from normal air traffic pattern of the Academy proper. Flying activities occur from six runways. A major north-south railroad system traverses the length of the installation carrying the standard variety of commercial and industrial cargo including flammable liquids and gases, highly toxic caustics, radioactive materials, Class A explosives, oxidizers and corrosives. Interstate 25 passes directly through the Academy in excess of seven miles. There is movement of approximately 35,000 hazardous materials shipments per day along the Interstate system. The fire department must also respond to accidents involving nuclear materials along this corridor.

- C. Is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.
- D. Must participate in offered Air Force schools, regional training seminars, and courses on job related subjects.
- E. Must participate in the mandatory physical fitness program.
- F. Incumbent is subject to random drug testing.
- G. Incumbent is required to maintain a valid Colorado driver's license.
- H. An Associate's Degree in Fire Science is desirable.
- I. In the event of a conflagration, incumbent may be required to execute a mutual aid agreement with neighboring agencies. This may require dispatching manpower and/or equipment to an off-site location, or requesting assistance from another department.
- J. Subordinates Supervised:

Supervisory fire fighter	GS-0081-08	4
Supervisory FACC Operator	GS-0081-08	1
FACC Operator	GS-0081-05	4
Lead fire fighters	GS-0081-07	6
Fire fighter	GS-0081-06	8
Fire fighter	GS-0081-05	12
Supv Fire Protection Specialist	3E771	2
Fire Protection Specialist	3E751	14
Fire Protection Specialist	3E731	<u>14</u>
		65

This is the total number of positions supervised for two identical positions. Although the number and type of positions supervised vary slightly according to the particular shift and station assigned, each of the three positions supervises approximately 21 positions during each of these shifts.

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K. In accordance with HQ USAF Letter, dated 1 Nov 89, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

<u>Retirement System</u>	<u>Special Coverage Statement</u>
FERS	Position covered as a secondary position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d) ). Authority: Department of Defense Memorandum dated 31 August 1989.
CSRS	Position covered as a secondary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c) ). Authority: OPM letter dated 26 Jun 89.

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of basic and specialized fire fighting including structures, aircraft, hazardous materials, natural cover, rescue, etc.
  2. Ability to communicate clearly and concisely in preparing written correspondence and reports.
  3. Ability to work with others and work calmly in stressful situations.
  4. Ability to supervise personnel during normal and emergency operations.
  5. Ability to follow instructions and use judgment to make decisions, sometimes under stress, that influence the effectiveness of the fire protection and prevention program.
  6. Knowledge of fire fighting vehicle operations and equipment.
  7. Ability to identify fire hazards and make recommendations to responsible officials.
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**Knowledge Required**

Knowledge (such as would be required through a pertinent baccalaureate educational program or its equivalent in experience, training or independent study) of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in applying this knowledge in carrying out elementary assignments, operations or procedures. In addition to the practical knowledge of standard procedures, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involves use of specialized, complicated techniques.

**Supervisory Controls**

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Guidelines**

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Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**Complexity**

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**Scope and Effect**

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons.

**Personal Contacts**

The personal contact are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, mission, and kinds of work and/or the contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g. the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; one or more of the parties may be uninformed concerning the role and authority of the other participants).

**Purpose of Contacts**

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting and carrying of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. This includes: Use of fingers, both hands are required, climbing using both arms and legs, both legs required, operation of crane, truck or motor vehicle, and rapid mental and muscular coordination simultaneously.

**Work Environment**

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, with contagious diseases or irritating chemicals, etc. Employees are required to use protective clothing such as masks, gowns, coats, boots, goggles, gloves, or shields. To include: Working inside and outside, excessive heat cold, humidity, dampness, chilling, dryness, and noise. Also may include exposure to radiant energy, slippery or uneven surfaces, close work with others, working alone, double shifts or longer. Additionally, responds to and directs the activities at actual and potential hazardous material incidents, forest, crash, and structural fires. Must be able to hear normal spoken voice at 20 feet. Must have knowledge of and apply proper lifting technique. Position requires

audiogram, PA chest X-Ray, pulmonary function test upon entrance, annually and upon termination. Requires DT and poli immunizations be up to date. Requires urinalysis during entrance on duty exam, also requires biannual EKG for personnel 35 years of age or older.

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CLASSIFICATION SUMMARY:

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CLASSIFICATION STANDARD(S) USED: Fire Protection and Prevention Series, GS-081/09-91 (TS-108) (HRCD-S)  
(NOTE: GSSG was not used in classifying this position. Grade levels are determined by GS-081 OPM JGS.)

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Position File Name: V:/COREDOC/CE/08194.DOC

USAF Academy Free-Flow Format:

Date: NOVEMBER1998